

R10 InfoPage

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Q&D - Office of Management Programs - Information Resources Unit Records Disposition Schedules

SERIES DESCRIPTION	DISPOSITION	NARA NUMBER
Link to the common Housekeeping Schedules that may not be included in this table	Link to your full printable OMP - IRU File Plan Spreadsheet	Link to Printable Intuitive Folders List
<p>COMPUTER SECURITY INCIDENT HANDLING, REPORTING AND FOLLOW-UP RECORDS: Consists of records related to the handling of computer security incidents, reporting and follow-up activities, including reports and documentation of Web site defacement; security hacks, break-ins and failures; improper usage by staff; and virus threats.</p> <p>Item a: Record copy</p> <p>Function: 404-140 130</p>	<p>Item a: Disposable Destroy 3 years after all necessary follow-up actions have been completed.</p>	<p>GRS 24/7</p> <p>Status: Final, 02/13/2007</p>
<p>CONTINUITY OF OPERATIONS (COOP) EXERCISES: Contains consolidated or comprehensive reports reflecting Agency-wide results of tests conducted under continuity of operations (COOP) plans. Also includes background documents such as instructions to members participating in test, staffing assignments, messages, and tests of communications and facilities.</p> <p>Item a: Consolidated and comprehensive reports</p> <p>Item b: Background documents</p> <p>Function: 302-095 603</p>	<p>Item a: Disposable Close inactive records when report is completed. Destroy 5 years after file closure.</p> <p>Item b: Disposable Close inactive records when report is completed. Destroy 3 years after file closure.</p>	<p>N1-412-07-54/8 (Item a) GRS 18/28 (Item b)</p> <p>Status: Final, 08/31/2008</p>
<p>CONTINUITY OF OPERATIONS (COOP) PLANS: Contains continuity of operations (COOP) plans and directives for the continued operation of EPA in times of an emergency or disaster. Includes related background documents such as correspondence, reports and instructions, charts and plans used in defense mobilization planning, evacuation shelters, emergency relocation and the vital records protection program.</p> <p>Item a: Plan or directive</p> <p>Item b: Background documents</p> <p>Function: 302-095 602</p>	<p>Item a: Disposable Close inactive records when superseded or canceled. Destroy 5 years after file closure.</p> <p>Item b: Disposable Close inactive records when superseded or canceled. Destroy 3 years after file closure.</p>	<p>N1-412-07-54/7 (Item a) GRS 18/27 (Item b)</p> <p>Status: Final, 12/31/2012</p>
<p>CONTRACT MANAGEMENT RECORDS: Contract records include all correspondence and related records pertaining to the award, administration, receipt, inspection and payment of any and all contracts to which EPA is a party and which are maintained and used by the Agency or Contracting Officer for contract documentation and for performance and financial monitoring and oversight activities. Also includes</p>	<p>Item b: Disposable Close inactive records upon filing of final invoice or completion or termination of the task order or work assignment. Destroy 6 years and 3 months after final payment for the overall contract.</p>	<p>N1-412-06-6/5</p> <p>Status: Final, 10/31/2008</p>

<p>Excludes: Superfund site-specific contract management records scheduled as EPA 020; final deliverables scheduled as EPA 258; and unsuccessful bids and proposals not filed with the related contract case files scheduled as EPA 275.</p> <p>Item b: Contract-level Contracting Officer's Representative (COR) Formerly called Project Officer (PO)</p> <p>Item c: Other Contracting Officer's Representative (COR) Includes Delivery Order CORs, Simplified Acquisition CORs, Task Order CORs, and Work Assignment CORs. Formerly called Delivery Order Project Officer (DOPO) or Work Assignment Manager (WAM)</p> <p>Function: 405 202</p>	<p>final invoice or completion or termination of the task order or work assignment.</p> <p>Destroy 6 years and 3 months after final payment for the overall contract.</p>	
<p>DIRECTIVES AND POLICY GUIDANCE DOCUMENTS ISSUED BY SPECIFIC PROGRAMS AND REGIONS: Includes all records that document EPA's major policy decisions and program operational procedures originated within each program and regional office providing the mandates for overall and specific program direction and action. Records consist of official policy decisions, delegations of authority, memos that set policy or issue guidance, operating guidance, procedures manuals, other procedural materials, technical resource documents, regulatory interpretation and implementation documents, and mandates for action. These collections of materials may be in the form of a program directives system or a program compendium with finding aids and indexes.</p> <p>Item a(1): Published or released to the public and related background materials - Nonelectronic</p> <p>Item a(2): Published or released to the public and related background materials - Electronic</p> <p>Item a(3): Published or released to the public and related background materials - Electronic copy of records transferred to the National Archives</p> <p>Item b: Unpublished or not released to the public and related background materials</p> <p>Function: 306-112 007</p>	<p>Item a(1):Permanent Close inactive records upon issuance or publication or when superseded. Transfer to the National Archives in 5 year blocks, 20 years after file closure.</p> <p>Item a(2):Permanent Close inactive records upon issuance or publication or when superseded. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.</p> <p>Item a(3):Disposable Close file upon transfer to the National Archives. Delete after electronic record copy is successfully transferred to the National Archives.</p> <p>Item b:Disposable Close inactive records upon decision to not publish or issue. Destroy 10 years after file closure.</p>	<p>N1-412-06-7</p> <p>Status: Final, 12/31/2010</p>
<p>DISASTER RESPONSE: Includes records that document EPA's response to disasters or emergencies. Records include, but are not limited to, damage surveys, damage assessments, environmental samplings, GIS data, inspection reports, correspondence, interagency documentation, and administrative support documents. Excludes: Records related to the logistical or administrative aspects of a response (e.g., staffing, travel, timekeeping, etc.) that are covered by their specific administrative schedules.</p> <p>Item a: Presidential declared major disasters Includes records documenting disasters of an extraordinary nature, i.e., major natural disasters such as floods, earthquakes, and hurricanes (e.g., Hurricane Katrina), as well as man-made disasters such as space accidents and terrorism (e.g., World Trade Center). The Agency Records Officer will notify</p>	<p>Item a(1):Permanent Close inactive records upon completion of each major benchmark. Transfer to the National Archives 20 years after file closure.</p> <p>Item a(2):Permanent Close inactive records upon completion of each major benchmark. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.</p> <p>Item a(3):Disposable Close file upon transfer to the National Archives.</p>	<p>N1-412-07-61</p> <p>Status: Final, 2/28/2011</p>

<p>Nonelectronic Includes records documenting disasters of an extraordinary nature, i.e., major natural disasters such as floods, earthquakes, and hurricanes (e.g., Hurricane Katrina), as well as man-made disasters such as space accidents and terrorism (e.g., World Trade Center). The Agency Records Officer will notify offices when records are to be maintained under this item.</p> <p>Item a(2): Presidential declared major disasters - Electronic Includes records documenting disasters of an extraordinary nature, i.e., major natural disasters such as floods, earthquakes, and hurricanes (e.g., Hurricane Katrina), as well as man-made disasters such as space accidents and terrorism (e.g., World Trade Center). The Agency Records Officer will notify offices when records are to be maintained under this item.</p> <p>Item a(3): Electronic copy of records transferred to the National Archives Includes records documenting disasters of an extraordinary nature, i.e., major natural disasters such as floods, earthquakes, and hurricanes (e.g., Hurricane Katrina), as well as man-made disasters such as space accidents and terrorism (e.g., World Trade Center). The Agency Records Officer will notify offices when records are to be maintained under this item.</p> <p>Item b: Other Presidential declared emergencies Includes records documenting short-term federal emergencies requiring federal assistance to supplement state and local efforts to save lives, protect property, or to lessen or avert the threat of a catastrophe.</p> <p>Item c: Local EPA emergencies Includes local emergencies occurring in or near EPA facilities (e.g., flooding due to a broken pipe) affecting the ability to conduct EPA business.</p> <p>Function: 104-010-01 233</p>	<p>Item b:Disposable Close inactive records upon completion of final inspection. Destroy 10 years after file closure.</p> <p>Item c:Disposable Close upon completion of all clean up and restoration activities. Destroy 10 years after file closure.</p>	
<p>FINAL DELIVERABLES AND REPORTS: Consists of final draft and final deliverables, products, and reports submitted by contractors and grantees to the Agency, or produced in-house by individuals, committees, or task forces. Also includes final reports resulting from special studies and surveys completed within the Agency.</p> <p>Item a(1): Environmental programs, except Superfund site-specific - Nonelectronic Item a(2): Environmental programs, except Superfund site-specific - Electronic Item a(3): Environmental programs, except Superfund site-specific - Electronic copy of records transferred to the National Archives Item b: Superfund site-specific Item c: Non-environmental programs</p> <p>Function: 305-109-01 258</p>	<p>Item a(1):Permanent Close inactive records upon completion of project. Transfer to the National Archives 20 years after file closure.</p> <p>Item a(2):Permanent Close inactive records upon completion of project. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.</p> <p>Item a(3):Disposable Close file upon transfer to the National Archives. Delete after electronic record copy is successfully transferred to the National Archives.</p> <p>Item b:Disposable</p>	<p>N1-412-06-27</p> <p>Status: Final, 2/28/2011</p>

	<p>Item c: Disposable Close inactive records upon completion of project. Destroy 7 years after file closure.</p>	
<p>FINANCING OF IT RESOURCES AND SERVICES: Consists of records related to financing of IT resources and services. Excludes: Contract management records scheduled as EPA 020 and EPA 202.</p> <p>Item a: Agreements formalizing performance criteria for quantity and quality of service. Includes definition of responsibilities, response times and volumes, charging, integrity guarantees, and non-disclosure agreements.</p> <p>Item b: Files related to managing third-party services. Includes records that document control measures for reviewing and monitoring.</p> <p>Item c: Records generated in IT management and service operations to identify and allocate charges and track payments for computer usage, data processing, and other IT services.</p> <p>Function: 404 138</p>	<p>Item a: Disposable Destroy 3 years after agreement is superseded or terminated.</p> <p>Item b: Disposable Destroy 3 years after control measures or procedures are superseded or terminated.</p> <p>Item c: Disposable Destroy records with no outstanding payment issues when 3 years old.</p>	<p>GRS 24/9</p> <p>Status: Final, 08/31/2007</p>
<p>GENERAL CORRESPONDENCE: Contains copies of all non-controlled correspondence and memoranda relating to work accomplishments, personnel needs, and other routine activities of the office. Includes incoming letters and enclosures.</p> <p>Item a: Record copy</p> <p>Function: 401 127; (CORR 127)</p>	<p>Item a: Disposable Close inactive records at end of calendar year. Destroy 5 years after file closure.</p>	<p>N1-412-06-6/4</p> <p>Status: Final, 02/01/2007</p>
<p>GRANTS & OTHER PROGRAM SUPPORT AGREEMENTS: Includes records that document all types of agreements with other federal, state, or local government agencies, universities, non-profit organizations, Tribes, and other institutions to which EPA is a party, and that support EPA's environmental programs (other than Superfund site-specific, and waste water construction and state revolving fund grants). Specific types of agreements include assistance agreements, grants, cooperative agreements, interagency agreements, agreements for "guest" workers, and other types of program support agreements administered by headquarters or EPA regions and that provide for research, demonstration projects, training, fellowships, investigation, surveys, studies, or other types of program support activities.</p> <p>Also includes supporting documentation. Specific types of records include, but are not limited to, documentation of significant actions and decisions relating to and supporting the award of agreements, documentation of actions and decisions relating to the competition of agreements, announcements and solicitations of funding opportunities, justifications, requests and justifications for the non-competitive award of agreements, cost estimates, scopes of work, correspondence, applications, pre-award reviews, funding decisions, award documentation,</p>	<p>Item a: Disposable Close inactive records immediately after closeout of the agreement. Destroy 10 years after file closure.</p>	<p>N1-412-07-34</p> <p>7/31/2010</p>

agreements, agreement oversight activities, non-compliance documentation, dispute documentation, audit records, closeout documentation for completed agreements; and reports and evaluations resulting from agreements.

Excludes: Final products and deliverables (EPA 258), Superfund site-specific grants and agreements (EPA 001), and waste water construction and state revolving fund grants (EPA 232).

Item a: Record copy

Function: 205 **003**

IT ASSET AND CONFIGURATION

MANAGEMENT FILES: Includes inventories of IT assets and configuration management records.

Item a: Inventories of IT assets, network circuits, and building or circuitry diagrams Includes equipment control systems such as databases of barcodes affixed to IT physical assets.

Item b(1): IT system implementation and change management
Includes records created and retained for asset management, performance and capacity management, system management, configuration and change management, and planning, follow-up, and impact assessment of operational networks and systems. Includes, but is not limited to: Data and detailed reports on implementation of systems, applications and modifications; application sizing, resource and demand management; documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes; documentation of software distribution and release or version management.

Item b(2): Routine IT maintenance
Includes records created and retained for asset management, performance and capacity management, system management, configuration and change management, and planning, follow-up, and impact assessment of operational networks and systems. Includes records of routine IT maintenance on the network infrastructure documenting preventative, corrective, adaptive and perfective (enhancement) maintenance actions, including requests for service, work orders, service histories, and related records.

Function: 404-139 **125**

Item a:Disposable

Destroy 1 year after completion of the next inventory.

Item b(1):Disposable

Destroy 1 year after termination of system.

Item b(2):Disposable

Destroy when 3 years old or 1 year after termination of system, whichever is sooner.

GRS 24/3

Status: Final,
02/13/2007

IT CUSTOMER SERVICE FILES: Consists of records related to IT customer service, including help desk information, logs and reports; documents prepared to assist customers such as user guides and pamphlets; and related documents.

Item a: Records related to providing help desk information to customers
Includes pamphlets, responses to "Frequently Asked Questions," (FAQs), and other documents

Item a:Disposable

Destroy 1 year after superseded or obsolete.

Item b:Disposable

Destroy when 1 year old or when no longer needed for review and analysis, whichever is later.

GRS 24/10

Status: Final,
02/13/2007

files Includes files related to customer query and problem response; query monitoring and clearance; and customer feedback records; and related trend analysis and reporting.		
Function: 404-139 142		
IT INFRASTRUCTURE DESIGN AND IMPLEMENTATION FILES: Consists of records of individual projects designed to provide and support new IT infrastructure, systems, and services. Includes records documenting (1) requirements for and implementation of functions such as maintaining network servers, desktop computers, and other hardware, installing and upgrading network operating systems and shared software applications, and providing data telecommunications; (2) infrastructure development and maintenance such as acceptance/accreditation of infrastructure components, analysis of component options, feasibility, costs and benefits, and work associated with implementation, modification, and troubleshooting; (3) models, diagrams, schematics, and technical documentation; and (4) quality assurance reviews and test plans, data and results. Excludes: Records relating to specific systems that support or document mission goals that are included in the individual schedules for those systems (e.g., EPA 050 - CERCLIS) Item a: Projects that are not implemented Item b: Projects that are implemented Item c: Installation and testing records Function: 404 144	Item a: Disposable Destroy 1 year after final decision is made. Item b: Disposable Destroy 5 years after project is terminated. Item c: Disposable Destroy 3 years after final decision on acceptance is made.	GRS 24/11 Status: Final, 04/30/2008
IT LEGAL AND REGULATORY COMPLIANCE RECORDS: Records documenting Agency compliance with federal IRM laws and regulations (e.g., compliance with Section 508 of the Rehabilitation Act), including systems and reports created to support compliance with the mandates of OMB, GAO, and other federal IRM and IT oversight agencies. Item a: Record copy Function: 404 222	Item a: Disposable Close inactive records at end of year. Destroy when 5 years old.	GRS 27/4 This schedule authorizes the disposition of the record copy in any media (media neutral). Records designated for permanent retention must be transferred to the National Archives in accordance with GSA standards at the time of transfer. Status: Final, 02/21/2007
IT OPERATIONS RECORDS: Consists of records related to IT operations, including workload and maintenance schedules, problem reports, reports on operations, benchmark and performance measurement documents, and related records. Item a: Workload schedules, run reports, and schedules of maintenance and support activities Item b: Problem reports and related decision documents relating to the software infrastructure of the network or system	Item a: Disposable Destroy when 1 year old. Item b: Disposable Destroy 1 year after problem is resolved. Item c: Disposable Destroy when 3 years old.	GRS 24/8 Status: Final, 02/21/2007

<p>performance indicators, and critical success factors, error and exception reporting, self-assessments, performance monitoring, and management reports.</p>		
<p>Function: 404-139 136</p>		
<p>OFFICE ADMINISTRATIVE FILES: Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists. In general, these records relate to the office organization, staffing, procedures and communications, including facsimile machine and facility logs; the expenditure of funds, including budget papers; day-to-day administration of office personnel, including training and travel; supplies, equipment, services; routine, administrative meeting arrangements; and the use of office space and utilities. They may include copies of internal activity and workload reports (including work progress, statistical and narrative reports which are prepared in the office and forwarded to higher levels), contact lists, and other materials that do not serve as unique documentation of the programs of the office.</p> <p>Excludes: Record copies of organizational charts, functional statements and related records that document the essential organization, staffing and procedures of EPA that are scheduled separately. (ADMI 110) (Formerly BUDG 596)</p> <p>Item a: Record copy</p> <p>Function: 401 110</p> <p>(IRU Note: Used for repair requests - Requests for repairs & orders, including correspondence, drawings, work sheets, & all related materials.(ADMI 110A) (Formerly 634))</p>	<p>Item a: Disposable Destroy when 2 yrs. old.</p>	<p>GRS 23/1</p> <p>Status: Final, 1/31/2009</p>
<p>PROGRAM DEVELOPMENT FILES: Consists of records related to the development of environmental and administrative policies and programs. Records consist of correspondence, briefing books and papers, issue papers and reports relative to policy, strategy, program control, research priorities, legislative priorities, published and unpublished directives and policy guidance documents, and related records that document the development of environmental programs, program priorities and objectives, program evaluation and planning, and similar topics.</p> <p>Item a(1): Record copy - Nonelectronic Item a(2): Record copy - Electronic Item a(3): Electronic copy of records transferred to the National Archives</p>	<p>Item a(1): Permanent Close inactive records at the end of the activity, project, or topic.</p> <p>Transfer to the National Archives 20 years after file closure.</p> <p>Item a(2): Permanent Close inactive records at the end of the activity, project, or topic.</p> <p>Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1228.270 or standards applicable at the time.</p> <p>Item a(3): Disposable Close file upon transfer to the National Archives.</p> <p>Delete after electronic record copy is successfully transferred to the National Archives.</p>	<p>N1-412-06-29</p> <p>Status: Final, 10/31/2010</p>
<p>Function: 304-104-02 145</p>		

<p>projects within programs. Types of files include both mission and operational programs and may be maintained by one or more organizational units. Specific types of records include correspondence; memoranda; staff meeting records such as agendas, background papers, attendance lists, and meeting minutes or summaries; routine office procedures; and reports relating to general policy and program matters, oversight reviews, interagency activity, research and other similar materials. Also includes project control files showing assignments, progress, and completion of projects.</p> <p>Excludes: General administrative and routine housekeeping records (EPA 110) and organization and program development records (EPA 145).</p> <p>Item b: Other than senior officials</p> <p>Function: 301-093 006</p>	<p>Destroy 5 years after file closure.</p>	<p>12/31/2009</p>
<p>REPAIR REQUESTS: Requests for repairs & orders, including correspondence, drawings, work sheets, & all related materials.(ADMI 110A) (Formerly 634)</p> <p><i>Duplicate of above.</i></p> <p>Function: 401 110</p>	<p>See above for Disposition</p>	<p>See above for NARA number</p>
<p>REQUESTS FOR ADP HARDWARE & SOFTWARE: <u>Case files.</u> Includes inventories of IT assets & configuration management records. b(2). Records of routine IT maintenance on LAN documenting preventative, corrective, enhancement actions. Including, but limited to requests for service, work orders, & service histories. (INFO 125) (Formerly INFO 305; Formerly INFO 306)</p> <p><i>Duplicate of above</i></p> <p>Function: 404-139 125</p>	<p>See above for Disposition</p>	<p>See above for NARA number</p>
<p>SECURITY OF SYSTEMS AND DATA: Consists of records related to maintaining the security of systems and data, including the following types of documents: computer technical manuals, continuity of operations plans, disaster exercise evaluations and recovery plans, risk surveys, security plans for IT infrastructure, vulnerability assessments and studies, risk management analyses, security directives, security policy analyses, and virus handbooks.</p> <p>Item a: System security plans and disaster recovery plans</p> <p>Item b: Documents identifying IT risks and analyzing their impact Includes risk measurements and assessments, actions to mitigate risks, implementation of risk action plan, service test plans, test files and data.</p> <p>Function: 404-140 128</p>	<p>Item a:Disposable Destroy 1 year after system is superseded.</p> <p>Item b:Disposable Destroy 1 year after system is superseded.</p>	<p>GRS 24/5</p> <p>Status: Final, 02/13/2007</p>
<p>SYSTEM BACKUPS AND TAPE LIBRARY RECORDS: Includes backup media maintained for potential system restoration</p>	<p>Item a(1):Disposable Delete when superseded by a full backup, or when no longer</p>	<p>GRS 24/4</p>

<p>files and manual records used to control the location, maintenance, and disposition of magnetic media in a tape library including list of holdings and control logs.</p> <p>Excludes: Security backups scheduled as EPA 177.</p> <p>Item a(1): Backup media - incremental</p> <p>Item a(2): Backup media - full backup</p> <p>Item b: Tape library records</p> <p>Function: 404-142-01 161</p>	<p>Item a(2): Disposable Delete when second subsequent backup is verified as successful or when no longer needed for system restoration, whichever is later.</p> <p>Item b: Disposable Delete when superseded or obsolete.</p>	
<p>SYSTEMS DOCUMENTATION: Contains records related to documentation of systems, including data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports relating to a master file, database or other electronic records.</p> <p>Item a(1): Documentation related to electronic records that are scheduled for destruction in the General Records Schedule (GRS) or in a NARA-approved agency schedule</p> <p>Item a(2): Documentation relating to electronic records that are scheduled for permanent retention in the GRS or in a NARA-approved agency schedule</p> <p>Function: 404-142-01 304</p>	<p>Item a(1): Disposable Destroy or delete upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later.</p> <p>Item a(2): Permanent Transfer to the National Archives with the permanent electronic records to which the documentation relates.</p>	<p>GRS 20/11</p> <p>Status: Final, 10/31/2012</p>
<p>TRAINING MATERIAL: Contains records used by Agency personnel in planning, preparing, writing, arranging, and conducting training programs for EPA and non-EPA employees, including state and other federal agency personnel. Records consist of working files generated during training development phase, training workgroup meeting notes, correspondence, training participation surveys and rosters, instructional materials, manuals, and other training aids.</p> <p>Excludes: Records for training administered by the Personnel program scheduled as EPA 571.</p> <p>Item a: Routine training materials. Includes training course plans and materials used for personnel and management training unrelated to the environmental missions of the Agency.</p> <p>Item c(1): Mission-related training materials - Nonelectronic. Includes training course plans and materials used for training in functions or activities related to the environmental goals of the Agency and its programs.</p> <p>Item c(2): Mission-related training materials - Electronic. Includes training course plans and materials used for training in functions or activities related to the environmental goals of the Agency and its programs.</p>	<p>Item a: Disposable Close inactive records after course or material is superseded. Destroy 5 years after file closure.</p> <p>Item c(1): Permanent Close inactive records after course or material is superseded. Transfer to the National Archives in 5 year blocks 20 years after file closure.</p> <p>Item c(2): Permanent Close inactive records after course or material is superseded. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.</p> <p>Item c(3): Disposable Close file upon transfer to the National Archives.</p>	<p>N1-412-06-11</p> <p>Status: Final, 04/30/2012</p>

<p>transferred to the National Archives. Includes training course plans and materials used for training in functions or activities related to the environmental goals of the Agency and its programs.</p> <p>Function: 305-109-02-04 200</p>	Archives.	
<p>USER IDENTIFICATION, PROFILES, AUTHORIZATIONS, AND PASSWORD FILES: Consists of records related to user identification, profiles, authorizations, security logs, and passwords.</p> <p>Excludes: Records relating to electronic signatures.</p> <p>Item a: Systems requiring special accountability Includes those systems containing information that may be needed for audit or investigative purposes and those that contain classified records.</p> <p>Item b: Routine systems Includes those not covered by item a.</p> <p>Function: 404-140 129</p>	<p>Item a: Disposable Destroy inactive records 6 years after user account is terminated or password is altered, or when no longer needed for investigative or security purposes, whichever is later.</p> <p>Item b: Disposable Destroy when no longer needed for administrative, legal, audit, or other operational purposes.</p>	<p>GRS 24/6</p> <p>Status: Final, 02/13/2007</p>
<p>EPA NON-RECORDS: Consists of nonrecord copies. Nonrecord materials are those Agency-owned informational materials that do not meet the statutory definition of records in 44 U.S.C. Section 3301 or that have been excluded from coverage by that definition. Examples of Non-Records: Technical Reference Materials, News Clippings, Convenience Copies, Stocks of Forms, Publications, and Processed Documents, Materials Not Appropriate for Preservation, Library or Museum Materials, Working Papers and Drafts.</p> <p>Function: 0 008</p>	<p>Item a: Disposable Close when obsolete, superseded or no longer needed for reference. Destroy immediately after file closure.</p>	<p>NOT APPLICABLE</p> <p>Status: Final, 02/12/2007</p>
Link to the Housekeeping Schedules	"	"

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